

PRE-PROPOSAL CONFERENCE MINUTES

Chairperson:

Myrna L. Harris

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Procurement Officer

Solicitation Number:

DGS-CE-001/DGSSO162276

Date of Pre-Proposal Conference:

October 1, 2004

Name of Project:

Coordinating Entity for Certified Sheltered
Workshops Selling Entity

Date Minutes Prepared:

October 5, 2004

The Pre-Bid Conference was conducted at approximately 10:00 A.M. The following were in attendance:

- 1) Michael Zimmerman - DGS
- 2) Debbie Pecora - DGS
- 3) Donald Pennington - DGS
- 4) James Reinsel - DOD
- 5) Janice Howell - DGS
- 6) Art Spencer - Maryland Works
- 7) Robert Hofmann - Maryland Works
- 8) Christine Johnson - DORS

The Procurement Officer reviewed the Request For Proposal (RFP) process, noting the following:

- A.) Any future questions regarding this procurement shall be addressed to the Procurement Officer, Myrna L. Harris, via facsimile at 410-333-5509.
- B.) Any responses to questions that may constitute a change in the RFP documents will be incorporated into an Amendment and posted to EMM and the DGS website. Offerors must acknowledge receipt of any Amendment in the transmittal letter accompanying the technical proposal submittal.
- C.) The procurement source selection for this project is "PROCUREMENT BY COMPETITIVE SEALED PROPOSALS" which is governed by Section 21.05.03 of the Code of Maryland Regulations.
- D.) The process requires that offerors submit a Technical Proposal and a Price Proposal simultaneously and in the format stated in Part IV of the RFP.
- E.) Sealed proposals must be delivered to the DGS Procurement Office located at 301 West Preston Street, Room M-7, Baltimore, Maryland 21201, by **11:00 a.m. on October 15, 2004.**

Pre-Proposal Conference Minutes

DGS-CE-001

Page Two

- F.) Proposal received after the due date and time will not be considered and will be returned unopened.
- G.) The evaluation process was explained and the major evaluation criteria discussed.

QUESTIONS AND ANSWERS

- 1Q. Is there a Conflict of Interest Affidavit?
- 2A. The Conflict of Interest Affidavit will be included in the Amendment #1.

- 2Q. Does the information in Part V.C. - Organizational Structure, pertain to specific contracts?
- 2A. This information applies to the Coordinating Entity's participation in the program. This contract does not affect the relationship between the Pricing and Selection Committee and the Coordinating Entity which are governed by Law.

- 3Q. Are the Qualification and Experience of Offerors limited to State Government work?
- 3A. No.

- 4Q. How did DGS determine the approximate aggregate value?
- 4A. It is a forecast of the upcoming projects for the next 5 years.

- 5Q. Can you provide the names of the Evaluation Committee Members?
- 5A. No. This information is not public knowledge.

Nothing stated at the Pre-Bid Conference may change the Invitation for Bids unless a change is made by the Procurement Officer by written amendment. These minutes do not constitute a written amendment.